

# INVITATION TO BID



Department Of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-684-1681 TTY Relay: 711

**DATE ADVERTISED:** August 11, 2005

**ITB Title:** Printing, 4-Color, Child Profile

**ITB Number:** IT12912-PJO

**Due Date:** August 30, 2005- 2:00 P.M.

**Buyer:** Patti Oquist, [patti.oquist@metrokc.gov](mailto:patti.oquist@metrokc.gov), (206) 263-4275

Furnish printing services as requested by King County Public Health Child Profile personnel, for a period of one (1) year after date of award of a contract, in accordance with the following and the attached instructions, requirements, and specifications

**TOTAL BID PACKAGE \$** \_\_\_\_\_

## Pre-Bid Conference

All bidders are invited to attend a pre-bid conference on Friday, August 19, 2005, at 10:00 a.m. at the King County Procurement Services Section, 821 2<sup>nd</sup> Avenue, Seattle, WA 98104, 8<sup>th</sup> Floor. Please call Patti Oquist at (206) 263-4275, if you plan to attend.

Sealed Bids are hereby solicited and will **ONLY** be received by:  
**King County Procurement Services Section**  
**Exchange Building, 8<sup>th</sup> Floor**  
**821 Second Avenue**  
**Seattle, WA 98104-1598**  
Office Hours: 8:00 a.m. - 5:00 p.m.  
Monday - Friday

## **OFFEROR MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Postal Code \_\_\_\_\_

Authorized Representative / Title \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Company Contact / Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Delivery guaranteed: ☐ Yes ☐ No

Days after order: \_\_\_\_\_

Prompt Payment Discount Terms: \_\_\_\_\_

\_\_\_\_\_%- \_\_\_\_\_ Days, Net \_\_\_\_\_

This Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

**SECTION 1 - BIDDING INSTRUCTIONS AND PURCHASE CONTRACT CONDITIONS****1-1 EXPLANATION TO OFFERORS**

All questions and any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, drawings, specifications, etc., must be requested in writing and directed to the named buyer not later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished to all prospective offerors as an amendment to the solicitation, if such information is necessary to offerors in submitting offers on the solicitation or if the lack of such information would be prejudicial to uninformed offerors.

**1-2 SUBMISSION OF OFFERS**

- A. The **original and (1) copy** of this entire solicitation document package shall be signed and submitted complete. Original shall be noted or stamped "original". Offerors shall use and complete this document for their response, are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable. Failure to return the entire solicitation document with offer will result in disqualification of the offeror
- B. Offers and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the solicitation. The offeror shall show the solicitation title and number, the due date specified in the solicitation for receipt, and the name and address of the offeror on the face of the envelope. Offerors are cautioned that failure to comply may result in non-acceptance of the offer.
- C. Telegraphic or electronic offers will not be considered. Modifications to offers already received may be made by telegram provided the actual telegram is received prior to the hour and date specified for the bid opening.
- D. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified in the solicitation, will be submitted without expense to the County. If not destroyed by testing, samples will be returned at the offeror's request and expense unless otherwise specified.
- E. All offers submitted shall be firm offers for a minimum period of 60 days after the bid opening date unless otherwise stated in writing in the offer.

**1-3 FAILURE TO SUBMIT OFFER**

If the recipient of this solicitation does not wish to submit an offer for the goods or services requested, they may return it and/or a written notice stating whether they wish to continue to receive future solicitations for the type of supplies or services specified.

**1-4 LATE OFFERS**

Offers, modifications of offers, and withdrawal of offers received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

**1-5 PREPARATION OF OFFERS**

- A. Offerors are expected to examine the drawings, specifications, delivery, schedules and all Instructions. Failure to do so will be at the offeror's risk.

- B. All offers shall be considered to be in strict compliance with the bid invitation specifications and the successful offeror will be held responsible therefore unless any and all variations from the specifications are clearly described and sufficient supporting data is submitted with the bid to show their equivalency to the specifications.
- C. Each offeror shall furnish all information required by the solicitation. To be eligible for award the offeror must sign the solicitation and print or type their name in the space provided. Offers signed by an agent are to be accompanied by evidence of their authority unless such evidence has been previously furnished.
- D. Unit prices with extended totals for each item shall be listed and shall include all packing charges. Unit prices will be used as the basis for awards when an error in extending total amounts occurs.
- E. The prices quoted shall remain firm until all deliveries of goods and/or services are completed. Offers stating price in effect at the time of shipment will not be accepted.
- F. When indicated, King County will use prompt payment discount terms when evaluating offers, however, discounts terms of less the twenty (20) days will not be considered. The minimum acceptable payment terms without benefit of twenty (20) day discount shall be NET 30 days. List prompt payment discounts offered on page 1 of the solicitation.
- G. Taxes shall NOT be included in the bid prices. Applicable taxes will be added as a separate item. The offeror is cautioned that sales tax is a factor in evaluating the total cost to the County for awards.
- H. All deliveries shall be FOB destination unless otherwise specified by the County, or when specifically excepted by the offeror. All offerors of FOB origin shipments are cautioned that shipping costs are a factor in determining net costs to the County.
- I. Offeror must state a definite time for delivery of supplies or completion of performance of service unless otherwise specified in the solicitation.
- J. Time, if stated as a number of days, will include Saturdays, Sundays and holidays.
- K. Offerors are cautioned to note any requirement for certification of understanding shown in the solicitation. Offerors signing such certificates indicate understanding and agreement to comply with the specifications and will be held fully responsible.

#### **1-6 MODIFICATION OR WITHDRAWAL OF OFFERS**

Offers may be modified or withdrawn by mail or telegraphic notice received prior to the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an offeror or authorized representative provided their identity is made known and they sign a receipt for the offers, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers. All requests for modification or withdrawal of offers, whether personal, written, or telegraphic shall not reveal the amount of the original bid.

#### **1-7 ACKNOWLEDGEMENT OF ADDENDA TO SOLICITATIONS**

Receipt of an addendum to a solicitation by an offeror must be acknowledged by:

- A. signing and returning the addendum, or
- B. acknowledging receipt of all addenda as indicated by the solicitation

Such acknowledgement must be received prior to the hour and date specified for receipt of offers.

#### 1-8 BID DEPOSIT

When specifically required by the solicitation, a bid deposit in the form of a surety bond, postal money order, cashier's check, or certified check shall be furnished by the offeror to the County payable to "King County Finance". The bid deposit of all unsuccessful offerors shall be returned after the contract is awarded.

#### 1-9 GENERAL

- A. Offerors desiring to restrict offers to the basis of "Lots" or "All or None" must clearly indicate such restriction in writing in the offer.
- B. After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all articles which are not in strict conformity with the requirements of the specification and the offer. All such rejected articles must be promptly removed and replaced by new articles (which shall be subject to approval) at the offeror's own expense.
- C. Offers are understood as containing a warranty that all articles are in strict conformity with the requirements of the specifications.
- D. On failure to furnish promptly any articles specified in the contract, of the quality specified, the County reserves the right to purchase same in the open market, or of declaring such contract void, and if a greater price than the contract price has to be paid for any articles by purchasing it in the open market, the difference will be charged to the Contractor.
- E. Electronic Commerce and Correspondence:

King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.metrokc.gov/finance/procurement>, please refer to the "RFPs, RFQs & ITBs / New / Goods/Services" portion of the site (note: some documents or portions thereof may not be posted on the site. Please note any special messages regarding a particular solicitation). This information is posted at the Web Site as a *convenience* to the public, and is not intended to replace the King County process of formally requesting bid documents and providing the County with contact information for the potential offeror. Each offeror bears the responsibility to confirm the completeness and accuracy of all documents pertaining to a given solicitation, including the receipt of all issued addenda.

If an offeror downloads a document from the Web Site and does not contact the Procurement Office to obtain a hard copy, the offeror *must* use the "Feedback" (Envelope) button at the bottom of the Web page to convey the offeror's company name, contact name, mailing address, and phone/fax number to the County. Please note which document/documents were downloaded.

After all offers have been opened in public, the County will post a listing of the offerors-submitting offers, or the name of a person to contact for bid results at the King County Internet site. Please refer to the "RFPs, RFQs & ITBs/ Awarded/ Goods/Services" portion of the site for a listing, as well as a notification of a final award.

#### 1-10 SUBSTITUTIONS

When special brands, materials, design, style or size are named in the solicitation for any item, such specifications shall be construed to be shown solely for the purpose of indicating the standard of quality, performance or intended use. Where indicated in the solicitation, brands of equal quality, performance and use shall be considered, provided the offeror specifies the brand, model and submit

with their offer other data necessary for comparison. The County shall retain the sole right to accept or reject substitute offers.

#### **1-11 TAXES**

- A. King County requires that all awarded Contractors have a Department of the Treasury Internal Revenue Service Form W-9 on file with King County to accommodate payment. If your firm does not have this form on file, or if you wish to obtain a copy, you may download a copy from either the King County web site<sup>1</sup>, or directly from the Internal Revenue Department web site<sup>2</sup>, or you may request one from the contact address and phone number on the front page of this bid form.
- B. King County is required to pay Washington State Sales or Use Taxes for most goods and services.
- C. King County is exempt from Federal Excise and Transportation Taxes. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

#### **1-12 WARRANTY**

On each item offered, the minimum acceptable warranty shall be that the Contractor will repair or replace all equipment or items which fail due to defective equipment and/or defects in material and workmanship at no cost to the County during the first year after acceptance by the County. The solicitation may require other specific warranty terms and details. All warranties shall indicate the following information.

- A. Exact period of warranty.
- B. Any special extended warranty offered.
- C. Name and address of local warranty service and service hour.
- D. Name and address of local parts supplier and delivery time.
- E. Any special hours emergency service offered.
- F. Availability of direct factory service and parts.
- G. A general statement of warranty policy

The Contractor shall submit copies of applicable warranties upon request by the County.

#### **1-13 AWARD OF CONTRACT**

- A. An award of contract shall be subject to all applicable Federal and State laws, King County Code, and, to King County Contracting Opportunities Program (refer to paragraph 1-24).
- B. The contract will be awarded to the responsible, responsive offeror submitting the lowest price to the County subject to King County's Small Economically Disadvantaged Business (SEDB) Opportunities Program as stated on Attachment "A".
- C. The County reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers.
- D. The County may accept any individual item or group of items of any offer, unless the offeror qualifies their offer by specific limitations. (refer to paragraph 1-9.A).

<sup>1</sup> The King County's web site is located at: <http://www.metrokc.gov/finance/procurement/suppliers/forms.asp>

<sup>2</sup> The Internal Revenue Service web site is located at: <http://www.irs.gov/>

- E. A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance shall be a binding contract without further action by either party.
- F. On any County award or rejection, the decision of the County shall be final.

#### **1-14 TERM PURCHASE AGREEMENTS**

- A. Term purchase agreements, annual or blanket purchase orders may be issued by the County for goods/services for such periods as are indicated in the solicitation or agreement (contract). Such agreement periods may be less than but shall not exceed the specified time period.
- B. The quantities listed in the solicitation represent the County's estimated requirements during the contract period. The County will be neither obligated by nor restricted to the quantities indicated.
- C. Term purchase agreements for estimated quantity requirements are subject to the option of King County to purchase up to 25% of its requirements from other sources for experimental, test or evaluation purposes or if a lower responsible price is offered or if the vendor is unable to make deliveries in accordance with the requirements of the County.
- D. The prices quoted shall be the maximum allowed during the contract period unless the solicitation specifically provides for price escalation. Price reductions at the manufacturer's or distributor's level during the contract period shall be reflected by a reduction of the contract price retroactive to the effective date of the price reduction.

#### **1-15 AFFIRMATIVE ACTION AND NON-DISCRIMINATION IN CONTRACTING**

The offeror shall comply with the provisions of King County Code Chapters 12.16, 12.17, 12.18, and all applicable state and federal anti-discrimination laws, rules, regulations and requirements.

#### **1-16 INSURANCE**

When required under the terms of the solicitation, commercial general and auto liability, property damage, and fire insurance acceptable to the County in the amounts specified, shall be furnished by the offeror. All insurance policies shall be endorsed with the following declaration, "King County, its officers, employees, and agents are covered as additional insureds."

#### **1-17 INVOICES**

Two copies of invoice(s) shall be submitted, unless otherwise specified. Invoices shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, sizes, quantities, unit prices, extended totals, and discounts offered, if applicable. Bill to the "SHIP TO" address on the purchase order unless otherwise notified. DO NOT BILL TO OR FORWARD INVOICES TO THE PROCUREMENT SERVICES SECTION.

#### **1-18 PAYMENTS**

The Contractor shall submit properly certified invoices to King County. All payments will be remitted by mail. The provisions or monies due under this contract shall not be assignable. The County will take advantage of any prompt payment discount terms offered. Discount periods must be extended if the invoice is returned for credit or correction.

#### **1-19 COOPERATIVE PURCHASING**

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods and services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties are willing.

**1-20 CONTINGENT FEE**

The Contractor, subcontractor and each offeror certifies that:

- A. They have not employed or retained any company or person (other than a full-time bona fide employee working solely for the offeror) to solicit or receive this contract.
- B. They have not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage or brokerage fee contingent upon or resulting from the award of this contract and agreed to furnish information relating to (A) or (B) above as requested by the County.
- C. They have not been asked or otherwise coerced, either expressly or impliedly, into contributing funds for any purpose as a condition to doing business with the County.

**1-21 CANCELLATION**

The County may cancel any purchase order/contract, or any part thereof by written notice at any time without penalty for its own convenience, for default of the Contractor, or, for non-appropriation of funds by the King County Council.

**1-22 PROTEST PROCEDURE**

King County has a process in place for receiving protests based upon either bids or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-684-1681.

**1-23 ENVIRONMENTAL PURCHASING POLICY**

Offerors able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Offeror and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper and ensure that the cover page of each document bears an imprint identifying it as recycled paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

**1-24 KING COUNTY CONTRACTING OPPORTUNITIES PROGRAM FOR GOODS AND SERVICES**

King County Contracting Opportunities Program is a public contracting assistance program that is being implemented on a one-year pilot basis. The purpose of the program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of a five percent (5%) incentive factor in the award of King County competitively bid contracts for the purchase of goods and services. The program is open to all SEDB certified by King County's Business Development and Contract Compliance Office. To learn more about this program see "Attachment A" of this solicitation.

SECTION 2 - OFFEROR QUALIFICATIONS, BID EVALUATION, AND AWARD

2-1 FINANCIAL RESOURCES AND AUDITING

If requested by the County, prior to the award of a contract, the successful offeror shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract. This proof may include but shall not be limited to, audited financial statements such as balance sheets and statements of cash flow for each of the three (3) most recently completed fiscal years, documentation of an open line of credit or other arrangement with an established financial institution, certification of adequate financial resources provided by the successful offeror's principal financial officer or an independent accountant, or an onsite audit of the successful offeror's financial fitness to perform the contract, conducted by King County's Auditing Division.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and compliance with all terms and conditions contained within this contract. King County shall be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2-2 QUALIFICATIONS

To be eligible for award, all bidders shall have prior successful experience providing printing services.

2-3 REFERENCES

List the names and addresses of four (4) customers, for whom the offeror has performed similar services, in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by an offeror be found unsatisfactory, King County, at its sole option, may reject that offeror's offer. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **References must be submitted with offer.**

|                 |          |          |
|-----------------|----------|----------|
| Company Name    | 1. _____ | 2. _____ |
| Company Address | _____    | _____    |
| Company Phone   | _____    | _____    |
| Contact Person  | _____    | _____    |
| Dates           | _____    | _____    |
| Company Name    | 3. _____ | 4. _____ |
| Company Address | _____    | _____    |
| Company Phone   | _____    | _____    |
| Contact Person  | _____    | _____    |
| Dates           | _____    | _____    |



**2-4 EVALUATION**

Offers meeting all other requirements of this ITB will be evaluated based upon price.

King County will use prompt payment discount terms in evaluation of this ITB, however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by King County without benefit of twenty (20) day discount shall be NET 30 days. State payment terms below and transfer to Page 1 of this ITB.

\_\_\_\_\_ % - \_\_\_\_\_ DAYS, NET \_\_\_\_\_

The evaluation process will also include application of a 5% incentive factor for firms responding to this ITB that are certified and participating in King County's Contracting Opportunities Program.

**2-5 AWARD**

Award will be made to the firm deemed lowest responsive, responsible offeror, based upon total cost to the County, after application of the 5% incentive, if eligible.

King County will not split the award of this ITB.

### **SECTION 3 - GENERAL CONTRACT REQUIREMENTS**

#### **3-1 AFFIRMATIVE ACTION REQUIREMENTS KING COUNTY CODE CHAPTER 12.16**

King County Code 12.16 relates to non-discrimination in employment and requires vendors to submit work force data to be eligible for a purchase order or contract award. For a vendor/contractor to receive a purchase order or contract, personnel employment data must be provided on the King County Personnel Inventory Report (PIR) when the amount of business placed with the firm will exceed \$25,000 for the year. The code also requires submission of a notarized Affidavit and Certificate of Compliance when orders during any one-year period are expected to amount to \$25,000 or more. After the initial submission, a PIR is required to be updated and resubmitted once every two years in order for the form to remain valid with the County. The Affidavit remains valid as long as an updated PIR is submitted once every two years.

In order to be eligible for receipt of a purchase order for this work, offerors/proposers must have the above listed forms on file with the County. Forms are to be filed with the Procurement & Contracts Services Section. Please contact the King County Procurement & Contracts Services Section at (206) 684-1681, or the buyer listed in this document if you wish to receive a copy of these forms and/or have questions regarding their completion. Copies of the forms are also maintained at:

<http://www.metrokc.gov/finance/procurement/suppliers/forms.asp>

#### **3-2 NON-DISCRIMINATION IN CONTRACTING AND EMPLOYMENT**

King County Code Chapter 12.17 and 12.18, which relates to non-discrimination in contracting and fair employment practices, are incorporated by reference as if fully set forth herein and such requirements apply to this contract. In accordance with K.C.C. 12.17 and 12.18, neither the Contractor nor any party subcontracting under the terms and conditions of the contract shall discriminate or engage in unfair contracting or employment practices.

#### **3-3 NON-DISCRIMINATION IN BENEFITS TO EMPLOYEES WITH DOMESTIC PARTNERS**

King County's Equal Benefits (EB) Ordinance 14823 states that to be eligible for award of contracts at a cost of \$25,000.00 or more, firms must not discriminate in the provisions of employee benefits between employees with spouses, and employees with domestic partners. The successful Contractor, bidder or proposer shall be required to complete a Worksheet and Declaration form. Compliance with Ordinance 14823 is a mandatory condition for execution of a contract. The EB Compliance forms, and Ordinance 14823 are available online at:

[http://www.metrokc.gov/finance/procurement/documents/U\\_042\\_EB\\_Worksheet\\_Declaration.doc](http://www.metrokc.gov/finance/procurement/documents/U_042_EB_Worksheet_Declaration.doc).

#### **3-4 DISABILITY ASSURANCE COMPLIANCE (504/ADA)**

All King County contractors providing programs, services, or activities to the public shall comply with Section 504 of the Rehabilitation Act of 1973, As Amended, and the Americans with Disabilities Act of 1990 (ADA), which prohibits employment discrimination against qualified individuals with disabilities.

In accordance with King County code 4.16.060(D) the successful offeror shall complete and return all required 504/ADA Self-Evaluation and Assurance of Compliance forms prior to award of a contract. Copies of these forms are available from our website

[http://www.metrokc.gov/finance/procurement/documents/U\\_027\\_504\\_ADA\\_Compliance.doc](http://www.metrokc.gov/finance/procurement/documents/U_027_504_ADA_Compliance.doc) , or by contacting the above named buyer.

**3-5 SUPPORTED EMPLOYMENT PROGRAM**

King County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those offerors that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this contract, please submit documentation supporting this claim with your bid/proposal/qualifications. If you have questions, or need additional information, please contact Ray Jensen, Community & Human Services, Developmental Disabilities Division at (206) 296-5268.

**3-6 ESTIMATED QUANTITIES**

The quantities listed in the solicitation represent the County's current estimated requirements. The County will be neither obligated by nor restricted to the quantity(s) indicated.

**3-7 NON-ASSIGNMENT**

The Contractor may not assign any rights or delegate any duties under this contract without the County's prior written consent. Such consent must be in writing and received no less than sixty (60) days prior to the date of any proposed assignment and/or delegation.

**3-8 INCORPORATION OF DOCUMENTS**

The contract between the awarded offerer and King County shall include all documents mutually entered into, specifically including the contract document, the solicitation, and the Response to the solicitation. The contract must include, and be consistent with, the specifications and provisions stated in this solicitation.

**3-9 SEVERABILITY**

The invalidity or unenforceability of any provision of any resultant Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

**3-10 INDEMNIFICATION AND HOLD HARMLESS**

A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

B. The Contractor further agrees that it is financially responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act

and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.

- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington (when any funds for this Contract are provided by the State of Washington)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the contractor, its officers, employees, subcontractors of any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.
- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraph A and C above, such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.
- G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this agreement.

### 3-11 TERMINATION

A. Termination for Convenience

The County for its convenience may terminate this contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Successful Awardee. After receipt of a Notice of Termination, and except as directed by the contract administrator, the Successful Awardee shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Successful Awardee shall be paid its costs, including necessary and reasonable contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Successful Awardee shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Successful Awardee has any property in its possession belonging to the County, the Successful Awardee shall account for the same and dispose of it in the manner the County directs.

B. Termination for Default

In addition to termination for convenience, if the Successful Awardee does not deliver supplies in accordance with the contract delivery schedule, or if the contract is for services and the

Successful Awardee fails to perform in the manner called for in the contract, or if the Successful Awardee fails to comply with any other material provisions of the contract, the County may terminate this contract, in whole or in part, for default. Termination shall be effected by serving a Notice of Termination by certified mail (return receipt requested) on the Successful Awardee setting forth the manner in which the Successful Awardee is in default and the effective date of termination; provided that the Successful Awardee shall have ten (10) calendar days to cure the default. The Successful Awardee shall only be paid for goods delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract less any damages to the County caused by such default.

The termination of this contract shall in no way relieve the Successful Awardee from any of its obligations under this contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

This contract may be canceled at the end of the then current fiscal period for non-appropriation of funds by the King County Council. Such cancellation shall be upon thirty (30) days written notice to the Successful Awardee. King County's fiscal period ends December 31 of each year. If the contract is terminated as provided in this subsection:

The County will be liable only for payment in accordance with the terms of this contract for services rendered prior to the effective date of termination; and

The Successful Awardee shall be released from any obligation to provide further services pursuant to the contract as are affected by the termination.

Funding under this contract beyond the current appropriation is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this contract. Should such an appropriation not be approved, the contract will terminate at the close of the current appropriation year.

## **SECTION 4 - SPECIFIC CONTRACT TERMS AND CONDITIONS**

### **4-1 CONTRACT VALUE**

The estimated annual value of this contract is approximately **\$75,000.00**. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

### **4-2 DELIVERY**

See Section 5 – Technical Specifications

### **4-3 CONTRACT DURATION/ EXTENSION**

The contract period may be extended in one-year increments for four (4) additional one-year periods, unless otherwise specified, in accordance with the best interest and at the sole option of the County.

### **4-4 PRICE REVISIONS**

Prices shall remain firm for the duration of the contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial contract period. The contractor shall supply documentation satisfactory to King County such as a manufacturer's published notification of price change(s) or Consumer Price Index (CPI) or Producer Price Index. King County will evaluate this information to determine if the pricing is considered fair and reasonable to the satisfaction of King County. Requests for any such change are to be made in writing to the Procurement Services Section. Any agreed-to change shall take effect at the time of the contract extension and shall remain in effect throughout the extension period. The parties hereto recognize that such changes could be increases or decreases in the prices; both parties are entitled to benefit from such price changes.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If prior acceptance of the higher price has not been authorized by King County, the invoice may be rejected and returned to the Contractor for a correct invoice.

### **4-5 USAGE REPORTS**

Annually, the Contractor shall furnish to the Procurement Services Section usage reports showing a summary of the ordering and/or history of each county agency for the previous contract year. The report must show at minimum, description and total quantity of each item ordered during the period, reporting period, county agency, and total dollars per agency. King County reserves the right to request additional information, if required, when reviewing contract activity.

### **4-6 FTA REQUIREMENTS**

This solicitation shall be available for use by all King County Departments, Divisions and Agencies. If orders will be placed by the County's Transit Division, the Contractor will be required to sign and comply with the Federal Transit Administration's (FTA)'s required documentation.

### **4-7 INSURANCE REQUIREMENTS**

By the date of execution of this Contract the ("Contractor") shall procure and maintain for the duration of this Contract insurance against claims for injuries to persons and/or damages to property which may arise from, or in connection with the performance of work hereunder by the contractor, its agents, representative, employees, and/or subcontractors. The cost of such insurance shall be paid by the Contractor.

The Contractor shall furnish proof of Commercial General Liability insurance in the amount of the least \$1,000,000 combined single limit, \$2,000,000 aggregate, with King County its officers, employees, and agents covered as additional insureds.

The Contractor shall furnish proof of Commercial Auto Liability insurance in the amount of at least \$1,000,000 combined single limit, with King County its officers, employees, and agents covered as additional insureds.

The Contractor shall furnish proof of Workers' Compensation: Statutory Requirements of the State of Residency.

#### **4-8 LIQUIDATED DAMAGES**

- A. Liquidated Damages: All time limits stated in the Purchase Order are of the essence. Should the delivery not be completed on or before the time stipulated, it is mutually agreed by and between the successful bidder and the County of King that:
- B. A delay would seriously affect the public and the operation of King County that a reduction in an amount equal to the amount of the order which has been delayed for any item which exceeds the delivery time set forth in Purchase Order is the nearest measure of damages for each delay that can be fixed at this time, therefore, the County and the successful bidder hereby establish said reduction in an amount equal to the amount of the order which has been delayed for any item as liquidated damages and not as a penalty or forfeiture for the breach of agreement to complete delivery by the successful bidder on or before the time specified in the Purchase Order.
- C. Should the successful bidder be obstructed or delayed in completing delivery or by any default, act or omission of the County, or by strikes, fires, act of God, or by the inability to obtain materials, equipment or labor due to Federal Government restrictions, then the time of completion shall be extended for such periods as may be agreed upon by the County and the successful bidder. Should there be insufficient time to grant such extensions prior to completion date of the contract, the County may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete the work on time, due to any of the above, after hearing evidence as to reasons for such delay and making a finding as to the cause of same.

#### **4-9 MAINTENANCE OF RECORDS/AUDITS**

- A. The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.
- B. All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.
- C. The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County.

- D. The Contractor agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.
- E. If the Contractor received a total of \$300,000.00 or more in federal financial assistance during its fiscal year from the County, and is a non-profit organization or institution of higher learning or a hospital affiliated with an institution of higher learning, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted of its financial statement and condition, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Standards for Audits of Governmental Organizations, Programs, Activities, and Functions and OMB Circulars A-133 and A-128, as amended and as applicable. Contractor receiving federal funds from more than one County Department or Division shall be responsible for determining of the combined financial assistance is equal or greater than \$300,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal financial assistance to the Contractor no later than six (6) months subsequent to the end of the Contractor's fiscal year.

#### **4-10 RECYCLED PAPER PRICE-PREFERENCE**

- A. Pursuant to the King County Recycled Product Policy, (KCC 10.16), a fifteen percent (15%) price-preference in favor of recycled products will be applied in determining the lowest responsive and responsible bid when bid evaluation involves competition between recycled and non-recycled paper products. Recycled paper means paper that meets King County minimum recycled content standards.
- B. To qualify for price-preference bidder shall indicate on the bid any items which are offered as recycled products and meet King County Minimum Recycled Content Standards. Qualified products will receive price-preference. Space for bid of recycled products is provided on the bid line-item pages.

#### **4-11 RECYCLED/NON-RECYCLED REPORTING REQUIREMENT: PAPER AND PAPER PRODUCTS**

The supplier shall report the total dollar and unit volume of recycled and non-recycled paper and paper products supplied to each County department during each calendar quarter. This report shall be submitted during the month following the end of each completed quarter. "Recycled paper means paper that meets Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG)."

#### **4-12 RECYCLED PAPER IMPRINT REQUIREMENT**

Contractor shall ensure that each document printed or copied on recycled paper bears an imprint identifying the recycled content of the paper.

#### **4-13 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996, requires health information about an individual to remain secure and private. The Contractor shall comply with all HIPAA regulations in full. Information on this Act can be found at the Office of Civil Rights website: <http://www.hhs.gov/ocr/hipaa/>.



## SECTION 5 - TECHNICAL SPECIFICATIONS

### 5-1 GENERAL SPECIFICATIONS:

- A. The Contractor shall print, finish and deliver health promotion materials. Materials will be requested to be printed throughout the year. Orders will be staggered. Two week deadlines shall be required for all print jobs. Samples of all jobs will be displayed at the Bidders' Conference. Bidders may suggest modifications to specs at Bidders Conference to improve efficiencies.
- B. Any purchase order resulting from this bid may be expanded to cover related supplies provided that such services are normally furnished by the Contractor, and that the Contractor shall agree to provide the services using the same pricing structure/margin as the items listed in this bid.
- C. All items describe "original form" as, "Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out)." To clarify, the files will contain low resolution scans included as place holders/FPO's (For Position Only) by our graphic designer. Hand-drawn artwork will be provided to the Contractor and high resolution scans shall need to be created and then dropped into the file. The Contractor shall be responsible for replacing the low resolution scans with the high resolution scans and making sure the path fits properly (create clipping path). Do not include scanning prices within the price of the items. Scan prices are listed separately under Category C, Item 3
- D. All paper shall be 30% post consumer recycled paper unless otherwise stated.

### 5-2 FOUR COLOR PROCESS

This bid includes various 4-color jobs; 4/0, 4/1 and 4/4. Jobs vary in size, quantity, paper type, bleeding, ink coverage and finishing details. Several items differ slightly, and are listed as "options" of that item. Four color jobs include the following:

- A. CATEGORY A – BROCHURES 8.5" x 11"
  - 1. 8.5 x 11 size (**Provider Brochure – Item 1**)
    - a. Quantities:
      - 4,000
      - 80,000
    - b. Size (flat): 8 1/2 x 11
    - c. Original Form: Mac disc/electronic with reflective art shall be scanned by the Contractor to their specifications (often with backgrounds to drop out).
    - d. Paper: 100# Gloss Book, # 2 or better
    - e. Ink: 4/4 ( 4-color over 4-color process)  
Heavy Coverage
    - f. With Bleeds
    - g. Finishing: Letter fold to 3 3/4 x 8 1/2 for electronic insertion into #10 envelope
    - h. Proofing:
      - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
      - ☒ Cromolin or comparable Digital Color Proof

☒ Press Check

- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

B. CATEGORY A - BROCHURES - 8.5 x 14 size

1. **Option A:** 4/1 color process (**Imm Fact Sheets – OLD – Item 2**)

- a. Quantities:

5,000

20,000

100,000

200,000

350,000

- b. Size (flat): 8 ½ x 14

- c. Original Form: Mac disc/electronic with reflective art shall be scanned by the Contractor to their specifications (often with backgrounds to drop out).

- d. Paper: 80# Gloss Book, # 2 or better

- e. Ink: 4/1 (4-color process over black)

Heavy Coverage

- f. Specials: No Bleeds

- g. Finishing: Double Half fold to 3½ x 8½ for electronic insertion into #10 envelope

- h. Proofing:

☒ Blueline or comparable Trimmed, Folded, Assembled Proof

☒ Cromolin or comparable Digital Color Proof

☒ Press Check

- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

2. **Option B:** 4/4 color process WITH Bleeds (**Imm Fact Sheets – NEW – Item 3**)

- a. Quantities:

5,000

20,000

100,000

200,000

350,000

- b. Size (flat): 8 ½ x 14

- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).

- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/4 (4-color over 4-color process)  
Heavy Coverage
- f. Specials: With Bleeds
- g. Finishing: Double Half fold to 3½ x 8½ for electronic insertion into #10 envelope
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

3. **Option C:** 4/4 color process NO Bleeds (**Intro Pamphlet – Item 4**)

- a. Quantities:
  - 5,000
  - 20,000
  - 100,000
  - 200,000
  - 350,000
- b. Size (flat): 8 ½ x 14
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/4 (4-color over 4-color process)  
Heavy Coverage
- f. Specials: No Bleeds
- g. Finishing: Double Half fold to 3½ x 8½ for electronic insertion into #10 envelope
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

C. CATEGORY A - BROCHURES - 11 x 17 size

1. **Option A:** 4/1 color process (**Dev Charts – OLD – Item 5**)

- a. Quantities:

5,000

80,000

150,000

300,000

- b. Size (flat): 11 x 17
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/1 (4-color process over black)  
Heavy Coverage
- f. Specials: No Bleeds
- g. Finishing: Half and letter fold to 3¾ x 8½ for electronic insertion into #10 envelope
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: Box in quantities of 2,500. Mark box with Title, Item #, Revision Date and Quantity.

2. **Option B:** 4/4 color process NO Bleeds (**Dev Charts – Eng/Span front to back – Item 6**)

- a. Quantities:

5,000

80,000

150,000

300,000
- b. Size (flat): 11 x 17
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/4 (4-color over 4-color process)  
Heavy Coverage
- f. Specials: No Bleeds
- g. Finishing: Half and letter fold to 3¾ x 8½ for electronic insertion into #10 envelope
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof

☒ Press Check

- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

3. **Option C:** 4/4 color process WITH Bleeds (**Nutrition Brochures – Item 7**)

- a. Quantities:

5,000

80,000

150,000

300,000

- b. Size (flat): 11 x 17

- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).

- d. Paper: 80# Gloss Book, # 2 or better

- e. Ink: 4/4 (4-color over 4-color process)

**Heavy Coverage**

- f. Specials: With Bleeds

- g. Finishing: Half and letter fold to 3¾ x 8½ for electronic insertion into #10 envelope

- h. Proofing:

☒ Blueline or comparable Trimmed, Folded, Assembled Proof

☒ Cromolin or comparable Digital Color Proof

☒ Press Check

- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

D. CATEGORY A - BROCHURES – 14 ½ x 17 size (**Dev Charts – NEW – Item 8**)

- a. Quantities:

5,000

80,000

150,000

300,000

- b. Size (flat): 14 ½ x 17

- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).

- d. Paper: 80# Gloss Book, # 2 or better

- e. Ink: 4/4 (4-color over 4-color process)

**Heavy Coverage**

- f. Specials: With Bleeds
- g. Finishing: Half Fold then roll fold from right to left, top panel short-folded approx 1" (Showing right side of panel underneath) to 3¾ x 8½ for electronic insertion
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

E. CATEGORY B – FLYER – **Postcard Flyer – 4 x 8.5 (Item 9)**

1. Option A: 4/1 color process

- a. Quantities:
  - 1,000
  - 2,500
  - 5,000
  - 10,000
- b. Size (flat): 4 x 8½
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 9pt Matte Reply Card
- e. Ink: 4/1 (4-color process over black)  
Medium Coverage
- f. Specials: No Bleeds
- g. Finishing: Flat
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 5,000, Mark box with Title, Item #, Revision Date and Quantity.

2. Option B: 4/4 color process (Item 10)

- a. Quantities:
  - 1,000
  - 2,500
  - 5,000

10,000

- b. Size (flat): 4 x 8½
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 9pt Matte Reply Card
- e. Ink: 4/4 (4-color over 4-color process)  
Medium Coverage
- f. Specials: No Bleeds
- g. Finishing: Flat
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

F. CATEGORY B – **Postcard Flyer – 5 x 7 (Item 11)**

1. Option A: **4/1 color process**

- a. Quantities:
  - 1,000
  - 2,500
  - 5,000
  - 10,000
- b. Size (flat): 5 x 7
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 9pt Matte Reply Card
- e. Ink: 4/1 (4-color process over black)  
Medium Coverage
- f. Specials: No Bleeds
- g. Finishing: Flat
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check

- i. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

2. **Option B: 4/4 color process (Item 12)**

- a. Quantities:
  - 1,000
  - 2,500
  - 5,000
  - 10,000
- b. Size (flat): 5 x 7
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 9pt Matte Reply Card
- e. Ink: 4/4 (4-color over 4-color process)  
Medium Coverage
- f. Specials: No Bleeds  
Finishing: Flat  
Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- g. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity

G. **CATEGORY C – Inserts**

1. **Option A: 4/1 color process (DTAP – Item 13)**

- a. Quantities:
  - 5,000
  - 80,000
  - 150,000
- b. Size (flat): 8 ½ x 3½ (single panel)
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/1 (4-color process over black )  
**Heavy** Coverage
- f. Finishing: Flat



- g. Specials: With Bleeds
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 5,000, Mark box with Title, Item #, Revision Date and Quantity

2. **Option B: 4/4 color process (Item 14)**

- a. Quantities:
  - 5,000
  - 80,000
  - 150,000
- b. Size (flat): 8 ½ x 3 ½ (single panel)
- c. Original Form: Mac disc/electronic with reflective art to be scanned by the Contractor to their specifications (often with backgrounds to drop out).
- d. Paper: 80# Gloss Book, # 2 or better
- e. Ink: 4/4 (4-color over 4-color process)  
Heavy Coverage
- f. Finishing: Flat
- g. Specials: With Bleeds
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Presscheck
- i. Packing: The Contractor shall Box in quantities of 5,000, Mark box with Title, Item #, Revision Date and Quantity

H. **CATEGORY D – Posters (Item 15)**

1. **POSTERS: 11 x 17 size**

- a. Quantities:
  - 4,000
- b. Size (flat): 11 x 17
- c. Original Form: Mac disc/electronic
- d. Paper: 100# Gloss Book, # 2 or better
- e. Ink: 4/0 (4-color process - one side only)  
Heavy Coverage

- f. Specials: With Bleeds
- g. Finishing: Flat
- h. Proofing:
  - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
  - ☒ Cromolin or comparable Digital Color Proof
  - ☒ Press Check
- i. Packing: The Contractor shall Box in quantities of 2,000, Mark box with Title, Item #, Revision Date and Quantity

I. CATEGORY E: **MISCELLANEOUS – Shrink Wrap (Item 16)**

- 1. Quantities:
  - a. Per Pack

J. CATEGORY E: **Black Imprints (Spanish text onto pre-printed material)**

- 1. Option A: Imprints onto 8½ x 11 Flyers (Items 17)
  - a. Quantities:  
5,000
  - b. Size (flat): 8½ x 11
  - c. Original Form: Mac disc/electronic
  - d. Paper: 80# Gloss Book, # 2 or better, pre-printed masters
  - e. Ink: 1/1 (Black over black)
  - f. Finishing: Folds to letter fold to 3¾ x 8½ for electronic insertion into #10 envelope
  - g. Proofing:
    - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof
    - ☒ Press Check
  - h. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity
- 2. Option B: Imprints onto 8 ½ x 14 Brochures (Item 18)
  - a. Quantities:  
5,000
  - b. Size (flat): 8 ½ x 14
  - c. Original Form: Mac disc/electronic
  - d. Paper: 80# Gloss Book, # 2 or better, pre-printed masters
  - e. Ink: 1/1 (Black over black)
  - f. Finishing: Half and letter fold to 3½ to 8½ for insertion into #10 envelope
  - g. Proofing:
    - ☒ Blueline or comparable Trimmed, Folded, Assembled Proof

☒ Press Check

- h. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

3. Option C: Imprints onto 11 x 17 Brochures (item 19)

- a. Quantities:

5,000

- b. Size (flat): 11 x 17

- c. Original Form: Mac disc/electronic

- d. Paper: 80# Gloss Book, # 2 or better, pre-printed masters

- e. Ink: 1/1 (Black over black)

- f. Finishing: Half and letter fold to 3¾ x 8½ for electronic insertion into #10 envelope

- g. Proofing:

☒ Blueline or comparable Trimmed, Folded, Assembled Proof

☒ Press Check

- h. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

4. Option D: Imprints onto 14 ½ x 17 Brochures (Item 20)

- a. Quantities:

5,000

- b. Size (flat): 14 ½ x 17

- c. Original Form: Mac disc/electronic

- d. Paper: 80# Gloss Book, # 2 or better, pre-printed masters

- e. Ink: 1/1 (Black over black)

- f. Finishing: Half Fold then roll fold from right to left, top panel short-folded approx 1" (Showing right side of panel underneath) to 3¾ x 8½ for electronic insertion

- g. Proofing:

☒ Blueline or comparable Trimmed, Folded, Assembled Proof

☒ Press Check

- h. Packing: The Contractor shall Box in quantities of 2,500, Mark box with Title, Item #, Revision Date and Quantity.

K. **CATEGORY E - Color separations, desktop publishing services, file corrections**

1. Color separations (scans) - Per Scan **(Item 21)**

2. Desktop publishing/File corrections – Per Hour **(Item 22)**

**5-3 BUSINESS REQUIREMENTS OF THE CHILD PROFILE PROGRAM**

- A. CHILD Profile is a respected health education program that distributes health education materials to the parents of all children born in Washington State. The program distributes over one million pieces of mail each year. Mailings are made up of a letter and matching envelope and many mailings include supplemental pieces such as nutrition brochures and development charts.
- B. CHILD Profile is a program of the Department of Health, who subcontracts with Public Health – Seattle & King County for primary operations, which includes the development and printing of all health education materials. CHILD Profile has developed a reputation statewide for both the quality of the process of development and the materials it produces. PHSKC has coordinated this work for the program since 1993 and has developed a highly professional and cost-effective system of development, creation and distribution.
- C. King County CHILD Profile requirements for the Contractor include but are not limited to:
  - 1. CUSTOMER SERVICE
    - a. King County CHILD Profile will work with one Contractor's service representative. That representative shall be knowledgeable of all of King County CHILD Profile materials and process. The Contractor's service representative shall schedule press checks and deliver blue lines, initiate and maintain regular contact with CHILD Profile regarding status of jobs in process, and shall be CHILD Profile's contact with any problems or requests.
    - b. Phone calls and email inquiries shall be returned within one business day of message being left.
    - c. Requests for information, such as pricing, shall be met within one business day.
    - d. Printed materials shall meet King County CHILD Profile standards of quality.
    - e. Any problems the Contractor has with any aspect of the printing specification SHALL be OK'd by King County CHILD Profile staff before the job is undertaken. This includes any changes in delivery date, paper type or weight, PMS color matching, number of pieces per box, etc.
  - 2. PACKAGING:
    - a. The Contractor shall package quantity per box as indicated only. Changes shall be approved by CHILD Profile Staff.
    - b. For inventory purposes, all boxes shall contain the same # of pieces (although one odd quantity partial box to finish off an order will be acceptable.)
  - 3. DELIVERY
    - a. Before delivery of materials to the PHSKC Distribution Center, the Contractor shall notify King County CHILD Profile and Distribution Center staff.
    - b. Due dates indicate date delivery is due to arrive at the specified location.
    - c. A two-week deadline is generally given; however, there may be occasions when a shorter turn-around shall be required. King County CHILD Profile will work with the Contractor to accommodate both our needs.
  - 4. DELIVERY LOCATIONS
    - a. Warehouse in the downtown Seattle Area. Current warehouse is located at:

PHSKC Distribution Center, 56 S. Lucile, Seattle, WA 98134

- b. Mailhouse in Seattle Area. Current mailhouse is located at:

OLYMPIC DATA SERVICES, 2915 4<sup>th</sup> Ave South, Seattle WA 98134

- c. Samples to CHILD Profile @ 999 Third Avenue, Suite 900, Seattle, WA 98104
- d. Occasionally CHILD Profile will ask that the Contractor deliver to an additional location than those listed above. CHILD Profile will arrange this at the time an order is placed and will ask that shipping for that delivery be added to the invoice accordingly.

5. INVOICING:

- a. All billing/invoicing shall be on a per job basis.
- b. All invoices and delivery receipts shall be mailed by the Contractor to CHILD Profile, Seattle-King County Dept. of Public Health, 999 Third Avenue, Suite 900, Seattle, WA 98104.

6. PRICING:

- a. Inform King County CHILD Profile if lower price for reprints.
- b. Prices given shall be guaranteed not to increase for one calendar year.

7. OTHER:

- a. The Contractor shall provide a CD to CHILD Profile containing the final printed files, including any scanned artwork, PDF, fonts, etc.

## SECTION 6 - PRICING

### 6-1 PRICING & SUBMITTALS

- A. Bidders shall bid all items in Section 6 – Pricing, to be considered a responsive bidder. The lowest total bid price offered by the responsive responsible bidder shall be determined as the low bid for the product and services described in this Invitation to Bid.
- B. For bid evaluation purposes, bidders shall assume the following estimated quantities per year. **The Grand Total shall include the total price for Items 1 through 22.** However, not every quantity breakdown listed will be printed every year.
- C. Bidders are cautioned not to alter the specification, pricing information section, and the terms and conditions of this Invitation to Bid No. IT12912-PJO. **Any alteration may render a bid non-responsive.**
- D. Any purchase order resulting from this ITB may be expanded to cover related products and services provided that such products and services are normally furnished by the Contractor, and that the Contractor agrees to provide the products using the same pricing structure/margin as the items listed in this ITB.
- E. **Samples shall be available for review at the pre-bid conference.**

| Item No.                      | Est. Quantity | Unit of Measure | Description  | Unit Price  | Total Price |
|-------------------------------|---------------|-----------------|--|-------------|-------------|
| <b>CATEGORY A - BROCHURES</b> |               |                 |  |             |             |
| 1a.                           | 4             | Thousand        | Provider Brochures - 4/4 with bleeds, 8.5" x 11"                 | \$ _____ /M | \$ _____    |
| 1b.                           | 80            | Thousand        | Provider Brochures - 4/4 with bleeds, 8.5" x 11"                 | \$ _____ /M | \$ _____    |
| 2a.                           | 5             | Thousand        | Imm Fact Sheets – Old<br>Option A – 4/1 , 8.5" x 14              | \$ _____ /M | \$ _____    |
| 2b.                           | 20            | Thousand        | Imm Fact Sheets – Old<br>Option A – 4/1 , 8.5" x 14              | \$ _____ /M | \$ _____    |
| 2c.                           | 100           | Thousand        | Imm Fact Sheets – Old<br>Option A – 4/1 , 8.5" x 14              | \$ _____ /M | \$ _____    |
| 2d.                           | 200           | Thousand        | Imm Fact Sheets – Old<br>Option A – 4/1 , 8.5" x 14              | \$ _____ /M | \$ _____    |
| 2e.                           | 350           | Thousand        | Imm Fact Sheets – Old<br>Option A – 4/1 , 8.5" x 14              | \$ _____ /M | \$ _____    |
| 3a.                           | 5             | Thousand        | Imm Fact Sheets – New<br>Option B - 4/4, 8.5" x 14", With Bleeds | \$ _____ /M | \$ _____    |
| 3b.                           | 20            | Thousand        | Imm Fact Sheets – New<br>Option B - 4/4, 8.5" x 14", With Bleeds | \$ _____ /M | \$ _____    |
| 3c.                           | 100           | Thousand        | Imm Fact Sheets – New<br>Option B - 4/4, 8.5" x 14", With Bleeds | \$ _____ /M | \$ _____    |

| Item No. | Est. Quantity | Unit of Measure | Description  | Unit Price  | Total Price |
|----------|---------------|-----------------|--|-------------|-------------|
| 3d.      | 200           | Thousand        | Imm Fact Sheets – New<br>Option B - 4/4, 8.5" x 14", With Bleeds | \$ _____ /M | \$ _____    |
| 3e.      | 350           | Thousand        | Imm Fact Sheets – New<br>Option B - 4/4, 8.5" x 14", With Bleeds | \$ _____ /M | \$ _____    |
| 4a.      | 5             | Thousand        | Intro Pamphlet<br>Option C – 4/4, 8.5" x 14"                     | \$ _____ /M | \$ _____    |
| 4b.      | 20            | Thousand        | Intro Pamphlet<br>Option C – 4/4, 8.5" x 14"                     | \$ _____ /M | \$ _____    |
| 4c.      | 100           | Thousand        | Intro Pamphlet<br>Option C – 4/4, 8.5" x 14"                     | \$ _____ /M | \$ _____    |
| 4d.      | 200           | Thousand        | Intro Pamphlet<br>Option C – 4/4, 8.5" x 14"                     | \$ _____ /M | \$ _____    |
| 4e.      | 350           | Thousand        | Intro Pamphlet<br>Option C – 4/4 8.5" x 14"                      | \$ _____ /M | \$ _____    |
| 5a.      | 5             | Thousand        | Dev Charts – Old<br>Option A – 4/1, 11" x 17"                    | \$ _____ /M | \$ _____    |
| 5b.      | 80            | Thousand        | Dev Charts – Old<br>Option A – 4/1, 11" x 17"                    | \$ _____ /M | \$ _____    |
| 5c.      | 150           | Thousand        | Dev Charts – Old<br>Option A – 4/1, 11" x 17"                    | \$ _____ /M | \$ _____    |
| 5d.      | 300           | Thousand        | Dev Charts – Old<br>Option A – 4/1, 11" x 17"                    | \$ _____ /M | \$ _____    |
| 6a.      | 5             | Thousand        | Dev Charts – Eng/Span front to back<br>Option B – 4/4, 11" x 17" | \$ _____ /M | \$ _____    |
| 6b.      | 80            | Thousand        | Dev Charts – Eng/Span front to back<br>Option B – 4/4, 11" x 17" | \$ _____ /M | \$ _____    |
| 6c.      | 150           | Thousand        | Dev Charts – Eng/Span front to back<br>Option B – 4/4, 11" x 17" | \$ _____ /M | \$ _____    |
| 6d.      | 300           | Thousand        | Dev Charts – Eng/Span front to back<br>Option B – 4/4, 11" x 17" | \$ _____ /M | \$ _____    |
| 7a.      | 5             | Thousand        | Nutrition Brochures<br>Option C 4/4 11" x 17", With Bleeds       | \$ _____ /M | \$ _____    |
| 7b.      | 80            | Thousand        | Nutrition Brochures<br>Option C 4/4 11" x 17", With Bleeds       | \$ _____ /M | \$ _____    |
| 7c.      | 150           | Thousand        | Nutrition Brochures<br>Option C 4/4 11" x 17", With Bleeds       | \$ _____ /M | \$ _____    |
| 7d.      | 300           | Thousand        | Nutrition Brochures<br>Option C 4/4 11" x 17", With Bleeds       | \$ _____ /M | \$ _____    |
| 8a.      | 5             | Thousand        | Dev Charts New, 14 ½" x 17"<br>4/4 With Bleeds                   | \$ _____ /M | \$ _____    |

| Item No.                  | Est. Quantity | Unit of Measure | Description                                    | Unit Price  | Total Price |
|---------------------------|---------------|-----------------|--|-------------|-------------|
| 8b.                       | 80            | Thousand        | Dev Charts New, 14 ½" x 17"<br>4/4 With Bleeds | \$ _____ /M | \$ _____    |
| 8c.                       | 150           | Thousand        | Dev Charts New, 14 ½" x 17"<br>4/4 With Bleeds | \$ _____ /M | \$ _____    |
| 8d.                       | 300           | Thousand        | Dev Charts New, 14 ½" x 17"<br>4/4 With Bleeds | \$ _____ /M | \$ _____    |
| <b>CATEGORY B - FLYER</b> |               |                 |  |             |             |
| 9a.                       | 1             | Thousand        | Postcard Flyer 4" x 8.5"<br>Option A – 4/1     | \$ _____ /M | \$ _____    |
| 9b.                       | 2.5           | Thousand        | Postcard Flyer 4" x 8.5"<br>Option A – 4/1     | \$ _____ /M | \$ _____    |
| 9c.                       | 5             | Thousand        | Postcard Flyer 4" x 8.5"<br>Option A – 4/1     | \$ _____ /M | \$ _____    |
| 9d.                       | 10            | Thousand        | Postcard Flyer 4" x 8.5"<br>Option A – 4/1     | \$ _____ /M | \$ _____    |
| 10a.                      | 1             | Thousand        | Postcard Flyer 4" x 8.5"<br>Option B – 4/4     | \$ _____ /M | \$ _____    |
| 10b.                      | 2.5           | Thousand        | Postcard Flyer 4" x 8.5"<br>Option B – 4/4     | \$ _____ /M | \$ _____    |
| 10c.                      | 5             | Thousand        | Postcard Flyer 4" x 8.5"<br>Option B – 4/4     | \$ _____ /M | \$ _____    |
| 10d.                      | 10            | Thousand        | Postcard Flyer 4" x 8.5"<br>Option B – 4/4     | \$ _____ /M | \$ _____    |
| 11a.                      | 1             | Thousand        | Postcard Flyer 5" x 7"<br>Option A – 4/1       | \$ _____ /M | \$ _____    |
| 11b.                      | 2.5           | Thousand        | Postcard Flyer 5" x 7"<br>Option A – 4/1       | \$ _____ /M | \$ _____    |
| 11c.                      | 5             | Thousand        | Postcard Flyer 5" x 7"<br>Option A – 4/1       | \$ _____ /M | \$ _____    |
| 11d.                      | 10            | Thousand        | Postcard Flyer 5" x 7"<br>Option A – 4/1       | \$ _____ /M | \$ _____    |
| 12a.                      | 1             | Thousand        | Postcard Flyer 5" x 7"<br>Option B – 4/4       | \$ _____ /M | \$ _____    |
| 12b.                      | 2.5           | Thousand        | Postcard Flyer 5" x 7"<br>Option B – 4/4       | \$ _____ /M | \$ _____    |
| 12c.                      | 5             | Thousand        | Postcard Flyer 5" x 7"<br>Option B – 4/4       | \$ _____ /M | \$ _____    |
| 12d.                      | 10            | Thousand        | Postcard Flyer 5" x 7"<br>Option B – 4/4       | \$ _____ /M | \$ _____    |



| Item No.                          | Est. Quantity | Unit of Measure | Description  | Unit Price   | Total Price |
|-----------------------------------|---------------|-----------------|--|--------------|-------------|
| <b>CATEGORY C - INSERTS</b>       |               |                 |  |              |             |
| 13a.                              | 5             | Thousand        | DTAP Inserts 8.5" x 3.5"<br>Option A – 4/1, With Bleeds  | \$ _____ /M  | \$ _____    |
| 13b.                              | 80            | Thousand        | DTAP Inserts 8.5" x 3.5"<br>Option A – 4/1, With Bleeds  | \$ _____ /M  | \$ _____    |
| 13c.                              | 150           | Thousand        | DTAP Inserts 8.5" x 3.5"<br>Option A – 4/1, With Bleeds  | \$ _____ /M  | \$ _____    |
| 14a.                              | 5             | Thousand        | DTAP Insert 8.5" x 3.5"<br>Option B – 4/4, With Bleeds   | \$ _____ /M  | \$ _____    |
| 14b.                              | 80            | Thousand        | DTAP Insert 8.5" x 3.5"<br>Option B – 4/4, With Bleeds   | \$ _____ /M  | \$ _____    |
| 14c.                              | 150           | Thousand        | DTAP Insert 8.5" x 3.5"<br>Option B – 4/4, With Bleeds   | \$ _____ /M  | \$ _____    |
| <b>CATEGORY D - POSTERS</b>       |               |                 |  |              |             |
| 15.                               | 4             | Thousand        | Poster 11" x 17", 4/0, With Bleeds   | \$ _____ /M  | \$ _____    |
| <b>CATEGORY E - MISCELLANEOUS</b> |               |                 |  |              |             |
| 16.                               | 1             | Pack            | Shrink Wrap per pack   | \$ _____ /PK | \$ _____    |
| 17.                               | 5             | Thousand        | Black Imprints (Spanish text onto pre-printed material) Option A – Imprints onto 8.5" x 11" Flyers | \$ _____ /M  | \$ _____    |
| 18.                               | 5             | Thousand        | Black Imprints – Option B – onto 8.5" x 14" Brochures  | \$ _____ /M  | \$ _____    |
| 19.                               | 5             | Thousand        | Black Imprints – Option C – onto 11" x 17" Brochures   | \$ _____ /M  | \$ _____    |
| 20.                               | 5             | Thousand        | Black Imprints – Option D – onto 14.5" x 17" Brochures   | \$ _____ /M  | \$ _____    |
| 21.                               | 1             | Scan            | Color Separations (Scans)  | \$ _____ /SC | \$ _____    |
| 22.                               | 1             | Hour            | Desktop Publishing/File Corrections  | \$ _____ /HR | \$ _____    |
| <b>TOTAL BID PACKAGE</b>          |               |                 |  | \$ _____     |             |



King County

**ATTACHMENT A**  
**INVITATION TO BID IT12912-PJO**  
**KING COUNTY CONTRACTING OPPORTUNITIES PROGRAM**  
**FOR GOODS AND SERVICES CONTRACTS**

The King County Contracting Opportunities Program is a public contracting assistance program that is being implemented on a one-year pilot basis. The purpose of the Program is to maximize the participation of Small Economically Disadvantaged Businesses through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods and services.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is based on a dollar ceiling for standard business classifications that is set at fifty percent (50%) of the Federal Small Business Administration (SBA) and Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by contacting the BDCC office at (206) 205-0700.

**Application of the 5% Incentive Factor and Contract Award:**

1. This contract will be awarded to the lowest responsive, responsible offeror; provided, however, that if the bid price of a responsive, responsible SEDB is within five percent (5%) of the bid price of the lowest responsive, responsible offeror, and that offeror is not a SEDB, then the contract shall be awarded to the low SEDB offeror.
2. All certified SEDB offerors must complete the information in the section for Offeror Identification as described in the front page of this Invitation To Bid and the certification information below.
3. (\_\_\_) Check if firm submitting Bid is a Small Economically Disadvantaged Business Enterprise certified by King County that will perform the entire contract unassisted.

\_\_\_\_\_  
Name of SEDB Business

\_\_\_\_\_  
SEDB Certification Number

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Contact Person Name and Phone Number

**BID OPENING LABEL**

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

| <b>U R G E N T – SEALED BID ENCLOSED</b><br><b>Do Not Delay – Deliver Immediately</b> |  |
|---|--|
| <b>U R G E N T</b>  | <br><b>King County</b><br>King County Procurement &<br>Contract Services Section<br>Exchange Building, 8 <sup>th</sup> Floor<br>821 2nd Ave., EXC-FI-0862<br>Seattle, WA 98104-1598 |
|   | <b>Bid No.</b> IT12912-PJO   |
|   | <b>Bid Title</b> Printing, 4-Color, Child<br>Profile   |
|   | <b>Due Date</b>  |
|   | <b>Vendor</b>  |
| <b>U R G E N T</b>  |  |

# Equal Benefits Compliance Worksheet



Department of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
Exchange Building, EXC-ES-0862  
821 Second Avenue, 8<sup>th</sup> Floor, Seattle, WA 98104  
206-684-1681 TTY Relay: 711  
Fax: 206-684-1486

Return this Worksheet, Declaration, and any attached alternate compliance forms to the address above.

Name of Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Approximate Number of Employees in the U.S.: \_\_\_\_\_ Solicitation / Contract #: \_\_\_\_\_

1. a. Do you have any employees? ..... ☐ Yes ☐ No  
b. If yes, check the boxes to indicate if they are:  
Union and /or Non Union..... ☐ Union ☐ Non-Union

**If the answer to Question 1a is "NO,"** (you DO NOT have any employees); you do not need to complete the remainder of the worksheet. Select Option C on the attached Declaration.

## IF YOU HAVE NON-UNION EMPLOYEES

2. a. Do you make any benefits available to employees?  
[Paid by employer or not] ..... ☐ Yes ☐ No  
b. Do you make any benefits available to the spouses of employees?  
[Paid by employer or not] ..... ☐ Yes ☐ No  
c. Do you make any benefits available to the domestic partner **or** a legally domiciled member of household of employees?  
[Paid by employer or not] ..... ☐ Yes ☐ No

**If the answers to both Questions 2(b) and 2(c) are "NO,"** (benefits offered to neither employees' spouses nor employees' domestic partner **or** a legally domiciled member of household); select Option B on the attached Declaration.

**If the answer to either Question 2(b) or 2(c) is "YES,"** continue to Question 3.

## 3. BENEFITS AVAILABLE FOR NON-UNION EMPLOYEES

Please indicate which benefits you make available on the list below. This list is not intended to be exhaustive. Note: Benefits can also be available indirectly, e.g. sick leave to care for a sick spouse or domestic partner **or** a legally domiciled member of household, and designation of retirement plan beneficiary (joint annuity). Check "Yes" for any benefit that is available, whether you pay for the benefit or not. Check "No" if the benefit is not available.

| Employee Benefit   | Employees  | Spouses  | DP or LDMH   |
|--------------------|--|--|--|
| Health Care        | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dental Care        | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vision Care        | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Life               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Disability         | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pension/Retirement | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bereavement Leave  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Family Leave       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                      |  |  |  |
|--------------------------------------|--|--|--|
| Relocation                           | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Travel                               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Member Discounts, facilities, events | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (specify):                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (specify):                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If **all** of the checked boxes in the “Spouses” and “Domestic partner **or** a legally domiciled member of household” columns match for all non-union and, if any, all union employees (see 5. below), select **Option A** on Page 3 on the attached Declaration. **OR:**

If **ANY** of the checked boxes in the “Spouses” and “Domestic partner **or** a legally domiciled member of household” columns do **NOT** match, please review **Option D** on Page 3 of attached Declaration to see if you qualify for alternate compliance. Contact King County Procurement and Contract Services Section at 206-684-1681 for all other alternate compliance inquiries.

#### IF YOU HAVE UNION EMPLOYEES

4. a. Are any benefits available to the spouses of union employees? ..... ☐ Yes ☐ No
- b. Are any benefits available to the domestic partner **or** a legally domiciled member of household of union employees? ..... ☐ Yes ☐ No

**If the answer to either Question 4(a) or (b) is “YES”, continue to Question 5.**

#### 5. **BENEFITS AVAILABLE FOR UNION EMPLOYEES**

Please indicate which benefits are available on the list below. This list is not intended to be exhaustive. Note: Benefits can also be available indirectly, e.g. sick leave to care for a sick spouse or domestic partner **or** a legally domiciled member of household, and designation of retirement plan beneficiary (joint annuity). Check “Yes” for any benefit that is available. Check “No” if the benefit is not available.

| Employee Benefit                     | Employees  | Spouses  | DP or LDMH   |
|--------------------------------------|--|--|--|
| Health Care                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dental Care                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vision Care                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Life                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Disability                           | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pension/Retirement                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bereavement Leave                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Family Leave                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Relocation                           | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Travel                               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Member Discounts, facilities, events | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (specify):                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other (specify):                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If **all** of the checked boxes in the “Spouses” and “Domestic partner **or** a legally domiciled member of household” columns match for all union and, if any, all non-union employees (see 3. above), select **Option A** on Page 3 of this Declaration. **OR:**

If **ANY** of the checked boxes in the “Spouses” and “Domestic partner **or** a legally domiciled member of household” columns do **NOT** match, please review **Option D** on Page 3 of attached Declaration to see if you qualify for alternate compliance. Contact King County Procurement and Contract Services Section at 206-684-1681 for all other alternate compliance inquiries.

# Equal Benefits Compliance Declaration



Department of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
Exchange Building, EXC-ES-0862  
821 Second Avenue, 8<sup>th</sup> Floor  
206-684-1681 TTY Relay: 711

**King County cannot award a contract until you submit the attached Worksheet and this Declaration.**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Name) (Contractor Name)

state that the Contractor complies with King County Ordinance 14823 and related rules because it:

**(Select the Option that applies and sign form below):**

## **Option A**

☐ Makes benefits available on an equal basis to all its non-union and union employees with spouses and its employees with a domestic partner **or** a legally domiciled member of household.

## **Option B**

☐ Does not make any benefits available to the spouses or the domestic partner **or** a legally domiciled member of household of its employees.

## **Option C**

☐ Has no employees.

## **ALTERNATE COMPLIANCE OPTION**

Prior to selecting this option, the contractor must complete and return an alternate compliance form to King County. Upon approval, the form will be returned to be included as an attachment to this Declaration. The **Substantial Compliance Authorization Form** can be found at

<http://www.metrokc.gov/finance/procurement/forms.asp#EqualBenefits>

## **Option D**

☐ Has received approved authorization from King County Procurement and Contract Services to delay implementation of equal benefits due to a **Collective Bargaining Agreement, Open Enrollment**, or internal **Administrative** steps. (Substantial Compliance Authorization Form attached).

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is correct and true, and that I am authorized to bind this entity contractually.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
(City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax Identification Number

\_\_\_\_\_  
Address